



Thomas O. Forslund, Director

Governor Matthew H. Mead

September 15, 2015

Ref: TG-2015-37

PERSONAL & CONFIDENTIAL

VIA CERTIFIED RETURN RECEIPT

Ex. 6 PP / Ex. 7(C)

Probationary Dismissal

Dear **Ex. 6 PP / Ex. 7(C)**,

This letter will serve as notification of your dismissal as a probationary employee in the position of Office Support Specialist II (BAAS06), at the Wyoming Department of Health, Office of Healthcare Financing, September 15, 2015. On **Ex. 6 PP / Ex. 7(C)** you started as a probationary employee. In your acceptance of this position, your employment was at-will. Chapter 11 of the State of Wyoming Personnel Rules, states:

A NON-PERMANENT EMPLOYEE IS AN AT-WILL EMPLOYEE WHO HAS NO EXPECTATIONS OF CONTINUED EMPLOYMENT AND MAY BE DISMISSED AT ANY TIME WITHOUT CAUSE OR REASON.

You will be paid for all earned salary and any accrued time that is due to you via the mail.

All of your personal items within the office will be inventoried, packaged and stored until you can set up a time to pick up the items. At this time you must return all property of the Wyoming Department of Health that is in your possession, including your identification name badge. Further, please contact Ms. Melanie Doolin, Administrator, Office of Human Resources at (307) 777-6787, for any necessary paperwork related to your dismissal.

Sincerely,

Teri Green, Senior Administrator
Wyoming Department of Health

cc: Melanie Doolin, Administrator, Office of Human Resources, Wyoming Department of Health
David Urquidez, Administrator, HRD, Department of A&I
Office of the Attorney General, Personnel Section
Personnel File

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